



**CITY OF BOULDER**  
**Planning and Development Services**

1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791  
phone 303-441-3152 • fax 303-441-3241 • e-mail [plandevlop@ci.boulder.co.us](mailto:plandevlop@ci.boulder.co.us)  
[www.ci.boulder.co.us/buildingservices](http://www.ci.boulder.co.us/buildingservices)

**Applying For a Rental Housing License**  
**For New and Renewing licenses**

**How to get a Rental License**

1. **Obtain** a rental license **application packet** by printing all relevant forms off the Web site, by calling 303-441-3152 or by coming into the Planning and Development Services Center at 1739 Broadway (third floor).
2. **Schedule** appointments for **inspections** with private inspection contractors.  
(Inspection requirements vary depending on new or renewing status - see pg. 2)
3. After the inspections are complete use the attached **check list** to insure all items are included with the application.
4. **Complete** the application and attach the **rental license fee** of \$45  
(Make checks out to "the city of Boulder")
5. **Make copies** of all forms for your records.
6. **Submit** all forms together as a complete package. Incomplete packets will be returned to the applicant. Mail or drop off **all required items** (application, fee, and signed inspection compliance verification forms) to:

**Planning and Development Services**  
**c/o Rental Housing Inspection & Licensing Program**  
**P. O. Box 791**  
**1739 Broadway, third floor**  
**Boulder, Colorado 80306**

7. A copy of the **rental license certificate** will be mailed to you.  
Rental licenses are valid for four years.

## **Inspections**

Both a Baseline inspection and a Safety inspection are required to:

- License a new rental property;
- renew a license when the previous license has expired;
- or renew a license when ownership has changed during the four year licensing period.

A Safety inspection ONLY is required to:

- Renew a license which has not expired AND the property has not had a change of ownership during the four year licensing period.

### **Baseline Inspection**

The Baseline inspection consists of two parts:

- A. General inspection - Includes inspections of the exterior, egress, stairways, fire protection and gas appliances, food preparation and storage, lighting and ventilation, general conditions, and plumbing.
- B. Electrical inspection

Both parts of the Baseline inspection must be completed by licensed rental inspectors. Companies may be licensed to perform one or both parts of this inspection. Inspectors must have a:

- A. General inspection - D-9 Licensed Contractor's license issued by the city of Boulder
- B. Electrical inspection - Electricians license **OR** housing inspector certification from a nationally recognized program i.e.; ASHI, NAHI, NACHI, **OR** a ICC/ICBO Combination Inspectors certification

A list of licensed Rental Housing Inspectors qualified to do the baseline inspections is available on the web at: <http://www.ci.boulder.co.us/buildingservices/inspection/rental/about.htm>

### **Safety Inspection**

The safety inspection consists of three parts:

- A. Fuel burning appliance inspection and tune-up:
  - If **either** the space heating system or water heater is fuel burning (not electric) you will need to schedule a safety inspection.
  - Condominiums are required to provide verification of inspection of any individual dwelling unit system OR common space heating/water heating appliances.
- B. Smoke detectors - This consists of testing the smoke alarms and can be completed by the owner or property manager for the property.
- C. Trash Service – This section can be completed by the owner or property manager for the property.

Part A of the safety inspection must be completed by a qualified heating maintenance person with the following credentials:

- City of Boulder A, B, or C mechanical license **OR** be a;
- State of Colorado licensed engineer **OR** be;
- Qualified Xcel service personnel

Parts B and C of the safety inspection can be completed by the property owner or their agent.

A list of persons/companies licensed to do part A of the **Safety** inspection is **NOT** available. Call any mechanical or heating contractor and inquire if they hold any of the licenses referenced above and are qualified to inspect and tune up fuel burning appliances for the rental housing licensing program.

Prices vary. We encourage you to compare prices between companies.

### **Tips for completing the baseline and safety inspections**

- Walk through your property prior to the inspection and make certain it meets the minimum requirements of the code. A checklist of items the inspector will look at is included with the inspection forms.
- If you have renters, notify them that an inspection is scheduled.
- Meet the inspector at the property on the scheduled date and time with the enclosed inspection checklist(s) and all necessary keys.
- At the completion of the inspection have the inspector sign the inspection compliance verification form(s). If the property does not meet the inspection standards the inspector may not be able to sign the form until the property is brought up to code.

### **Local Agent**

Property owner's who do not reside in Boulder County, are required to designate a local agent on the application. The agent acts as a local contact for the property.

### **Rental Unit Disclosures**

It is the responsibility of landlords to provide a written document to tenants that explains city regulations about such topics as occupancy limits and parking regulations. Landlords are encouraged to make required disclosures at the time that lease agreements are executed in order to promote discussion of these city regulations.

**Property managers can, however, make required written disclosures at any time.** Where leases are already in force, a letter to tenants explaining the relevant ordinances will fulfill the code requirement. Additionally, city ordinances require a copy of the rental license be posted conspicuously upon the rental premises.

Included with your rental license application is a sample copy of a rental unit disclosures letter. It is not required that you use this letter. Many landlords prefer to include this information in their lease. **DO NOT RETURN THE SAMPLE LEASE DISCLOSURE LETTER** to the city. If you use it, keep it with your lease documents.

## **Rental Housing License Checklist**

- Use this checklist to insure your application is complete. Incomplete applications will be returned to the applicant.
- Single dwelling units may be single family homes, duplexes, town-homes, or condominiums.
- The term "Multi-unit building" applies to buildings with three or more units where **ALL** units are under single ownership.

### \_\_\_\_\_ License fee payable to City of Boulder

License fee is \$45.00 per single dwelling unit OR \$45.00 per building for multi-unit buildings (Make checks out to "the city of Boulder")

### \_\_\_\_\_ Completed Rental Housing License Application

- Property owners who do not reside in Boulder County must appoint a local agent. (Information about local agents is available on-line)
- Complete one application per single dwelling unit OR one form per each multi-unit building

### \_\_\_\_\_ Completed Baseline Inspection compliance verification form

( A Baseline Inspection is NOT required to RENEW a license which has not expired and where ownership of the property has remained the same during the four year licensing period. See "Applying for a rental housing license" - Inspections pg. 2)

Completed and signed by a licensed rental housing inspector.

- Single dwelling units (and duplexes) use the "Baseline inspection checklist for single dwelling units and duplexes" form.
- Multi-unit buildings (three or more units under single ownership) use the "Baseline inspection checklist for apartment buildings with 3 or more units" form.

### Completed Safety Inspection compliance verification forms

#### \_\_\_\_\_ Section A - fuel burning appliance inspection and tune-up completed and signed by a qualified heating maintenance person.

- Multi-unit buildings with three or more units under single ownership include one form for each building
- Condominiums are required to provide verification of inspection of any individual dwelling unit system OR common space heating/water heating appliances.

#### \_\_\_\_\_ Sections B and C - Smoke alarm and trash removal verifications completed and signed by property owner or agent.



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**RENTAL HOUSING LICENSE APPLICATION**

(Please submit \$45.00 fee with application - Checks payable to "city of Boulder")

<b>Rental Property Address</b>	<b>Street Name</b>	<b>Apt/Unit #</b>
<b>Number of Dwelling Units</b> _____ Single family home, townhouse or condo	<b>Number of Rooming Units</b> _____ NOT # of bedrooms – Legal, non-conforming room for a roomer – usually fraternity house type configuration	

**PROPERTY OWNER:**

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
<b>Address</b>		

<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Telephone Number</b>	<b>Work Telephone Number</b>	

**LOCAL AGENT:** A property owner who does not reside in Boulder County shall appoint a person who lives in Boulder County to serve as the local agent of the owner. B.R.C. 1981, Section 10-3-14.

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
<b>Address</b>		

<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Telephone Number</b>	<b>Work Telephone Number</b>	

**\*\*Correspondence concerning this property should be sent to: ☐ Owner ☐ Agent \*\***

**I, the Owner/Agent for the above property, do hereby affirm that  
information submitted to acquire a rental license for the above property is  
correct.**

<b>Signature</b>	<b>Date</b>
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